



**Policy & Procedure No. 5.025
Nunez Community College**

Title: Institutional Aid Policy

Effective Date: 02/22/2019

Last Revision Date: 8/3/22

Cancellation:

Department/Office: Business Office

Institutional Aid Policy

PURPOSE

This policy is in accordance with Louisiana Community & Technical College System Policy #5.025. In an effort to ensure access to the college mission, meet workforce needs in the state, and achieve a diverse student population reflective of the people of Louisiana, Nunez is authorized to reduce the cost of attendance through the awarding of institutional aid. Institutional aid includes, but is not limited to exemptions(waivers), and scholarships. This policy will guide the awarding of institutional aid to ensure it is judicious and strategic and will minimize the loss of income to the college.

SCOPE

Nunez Community College is authorized to offer tuition and fees assistance to recruit and assist specific groups of students.

DEFINITIONS

1. “Tuition” or “tuition and fees as used in this policy shall include tuition and all mandatory fees.
2. “Exemption or Waivers” as used in this policy are exemptions of a portion, or all of the tuition and mandatory fees assessed by the institution to the student. These exemptions/ waivers generally reduce revenue that would be otherwise due to the institution.
3. “Scholarship” as addressed in this policy, is a form of financial aid awarded to students to cover the cost of all or part of tuition and fees. Scholarships are normally cost paid to the college by a third-party, or third-party entity such as federal, state, external grants or private sources. Some scholarships are an expense to the college.



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POLICY

1. Annually, during the budget process, the Chancellor or designee must provide to the LCTCS System President an “Institutional Aid Plan” that outlines the total dollar amount that may be utilized for institutional aid for the upcoming academic year and targeted, estimated enrollment numbers. During the annual budget process, the total dollar amount of institutional aid provided by Nunez in a given fiscal year will be established and shall not exceed 10% of the prior fiscal year tuition and fees revenue collected.
2. Through LCTCS Board of Supervisor, the college is be authorized to waive tuition and/or fees documented in the approved Institutional Aid plan. The addition of waivers to the institutional aid plan requires LCTCS System and LCTCS Board approval. Upon approval by the LCTCS System and Board, the waiver will be added to this policy.

Exemptions and Waivers

Nunez Community College offers Legislative and/or LCTCS and LCTCS Board of Supervisors approved tuition & fees exemption/waivers as budget allows.

Please click link below for criteria of list of exemptions/waivers currently offered at Nunez.

<https://www.nunez.edu/paying-for-college/index>

The following exemptions/waivers are offered:

Cross Enrollment Waiver
Disabled Fire/Police Wavier
Disabled Fire Dependent Waiver
Dual Enrollment High School Waiver
Employee Waiver
Employee Dependent Waiver
Military Dependent Waiver
National Guard Waiver
Nunez Hardship Waiver
Senior Citizen Waiver
SGA Waiver

Scholarships

Please click link below for criteria of list of Institutional funded scholarships currently offered at Nunez.

[Scholarships \(awardspring.com\)](http://awardspring.com)

ACT Achievement Scholarship



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Give a Hoot Scholarship
Nunez Academic Scholarship
Take Flight Scholarship

<https://www.nunez.edu/paying-for-college/index>

The 5 for 6 Scholarship

[Index | Scholarships \(nunez.edu\)](#)

Nunez offers LCTCS approved scholarships as listed:

Jobs for America's Graduates Louisiana (JAG-LA) Program Graduates

Skills USA Louisiana,

Louisiana Future Farmers of America Association Members

Funds allocated by Nunez Community College for student waivers/exemptions and scholarships will be granted and distributed using the following guidelines:

1. All waivers/exemptions and scholarships must be properly documented, easily auditable and reflected within the College's financial system. Tuition exemption/waivers should be recorded as a contra-revenue account.
2. With the exception of TOPS , JAG, and Future Farmers of America scholarships, Skills USA, no student may receive more than one exemption/waiver or scholarship funded with state general funds (including SGA waivers) during any semester. LCTCS informs Nunez Community College of JAG, Skills USA and FFA scholarship recipients.
3. No exemption/waiver can exceed the amount of tuition and mandatory fees incurred by the student. "All exemption/waiver forms must have all required signatures before the Bursar Office applies exemptions/waivers to students' account."
4. The Office of the Bursar will maintain documentation related to Exemptions and Waivers.
5. The Scholarship committee and/or Financial Aid Office will oversee the awarding of scholarships and forward the approvals to the Bursar's office to process to the students' accounts for awards that cannot be processed through the Financial Aid Office. Complete documentation must be available for each scholarship in the appropriate campus office (Financial Aid Office or Institutional Advancement Office).
6. Annually, with the submission of fiscal year budgets, each college must submit to the LCTCS Board of Supervisors the number of budgeted waivers/exemptions and scholarships by type of waiver/exemption and scholarship; and a grand total in waiver or scholarship dollar amount for the most recent fiscal year ending June 30. The Financial Aid Office must be advised of any form of institutional aid applied to a student's account.



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APPENDICES, REFERENCES

X	Reviewing Council/Entity	Review Date	Effective Date
	Chancellor's Executive Council	08/17/2022	08/17/2022

Policy Reference: LCTCS 5.025 Institutional Aid Policy

Forms Referenced: N/A

Distribution: Distributed Electronically via College's Internet

Chancellor's Signature/Approval

Signature:


Chancellor

Date:

8/17/22